February 6, 2009

GENERAL LETTER NO. 14-B(6)-26

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(6), *FIP CASE ACTIONS*, Contents (pages 1 and 3), revised; pages 4, 8, 16, 19, 24, 25, 26, 29, 30, 31, 34, 46, 47, 51, 52, 61, 63 through 66, and 83, revised.

Summary

This chapter is revised to:

♦ Remove all references to the reporting forms *PAER* and *Combined PAER/FAIR* from the chapter. Effective February 1, 2009, the *PAER* and the *Combined PAER/FAIR* are no longer used. The Automated Benefit Calculation (ABC) system no longer system-generates these forms for reporting purposes.

♦ Remove the section, "Quarterly Reporting," and make updates to reflect semiannual reporting.

Effective Date

February 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(6), and destroy them:

Page	Date
Contents (pages 1 and 3)	March 16, 2007
4, 8	January 14, 2005
16	March 16, 2007
19	July 31, 2001
24-26, 29, 30, 31	March 16, 2007
34	October 12, 2007
46	December 28, 2007

47, 51   March 16, 2007
52   December 28, 2007
61, 63-66, 83   March 16, 2007

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program		Use these instructions for adding both people who are eligible and people who are not eligible, but who are considered. If adding a person to a case will cause the number of people associated with that case to be more than 16, close the original FBU and open a new FBU with only the active current and new household members. If there are more than 16 active members, make TD06 entries to issue benefits. When adding a person to an active program, remember to review the program data (TD01, TD02, and RSCA) to see if changes are needed in CSRU: NON-COOP, CNID, CASE: LAST, CASE: FIRST, CASE: TI, categorical eligibility, etc. Income and deductions displayed follow the person' state identification number (even from another case), unless they are removed or replaced. Do not add people with different effective dates to FIP in the same step. **Note:** People cannot be pended on the individual line for a program that is currently active.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to an Active Program (Cont.)	TD03 FIP DATE	Do not add a person with a date earlier than the last program approval date. (See Supplemental Issuances for earlier issuance information.)
		When adding more than one person to a case, the start dates must be in the same month. Do not add people with differing effective months to FIP in the same step.
		If you enter different dates within the same month, the system will apply policy and correctly use the oldest date.
	TD03 JOBS	Enter the applicable code. For codes, see 14-B-Appendix, TD03 JOBS.
	TD03 FIP DIS	Enter the number of months that a person is sanctioned, if any. Valid codes are:
		00 Sanctioned until situation changes; no specified number of months.
		01-99 Number of months person is sanctioned.
	TD03 MINOR	Enter the code for each parent under age 18. Also enter the code for the adult coparent of the minor parent's child. See 14-B-Appendix, TD03 MINOR, for valid codes.
	TD03 INHOME	Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix, TD03 INHOME.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD01 BAT ALIEN	Enter Y for a battered alien FIP case. No entry is required if the case is not a battered alien case.
	TD02 FIP RT	Enter the review type code that indicates whether the next review requires a face-to-face (or telephone) interview. Codes are:
		F The next review is the annual interview.
		N The next review does not require an interview.
		Note: The system also generates the review type code.
	TD02 FIP PE	Enter the code indicating whether an application was processed under presumptive eligibility. For valid codes, see 14-B-Appendix, TD02 PE.
	RSCA FIP RESOURCES	Enter RSCA screens from the month of the FIP positive date forward. The months entered must include the next system month. They cannot be further in the future than the next system month.
	RSCA BENEFIT MONTH	Select the applicable RSCA screen by entering the benefit month. The earliest benefit month entered is the FIP positive date. Use MMYY format.

Iowa Department of Human Services
Title 14 Management Information
Chapter B(6) FIP Case Actions

WORKER-INITIATED ACTIONS
Approving an Application
Revised February 6, 2009

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	TD03 SSN	Enter the person's nine-digit social security number. If the person does not have an SSN, enter all 9s when application for SSN has been made. Enter all 0s only when application for SSN has not been made or required. Railroad Retirement claim numbers begin with the first space of the field and continue into the SSN CLAIM NO field.
	TD03 SSN CLAIM NO	For instructions, see 14-B-Appendix, TD03 SSN CLAIM NO.
	TD03 FIP ST	Unless the program was pended before approval, enter the status for: ♦ Each person included in the FIP approval. ♦ Each ineligible person whose income is considered for the program. ♦ Any person being denied. See 14-B-Appendix, TD03 FIP STATUS, for valid codes. Denials may be recorded on TD03 for individuals when FIP is approved for other individuals. Do not mix approval, reinstatement, and cancellation entries for FIP in the same step.
	TD03 FIP RSN	Enter notice reasons for any FIP denials of individuals. See 14-B-Appendix, NOTICE CODES. The system-generated program approval covers all individuals approved.
	TD03 JOBS	Enter the applicable code from 14-B-Appendix, TD03 JOBS.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approval Pending Verification		To approve a case when eligibility cannot be determined within the required time frame, follow these instructions in addition to other approval entries:
		Step 1.
	TD02 FIP ENTRY RSN	Enter R.
	TD02 FIP REA1	Enter 152.
		After Step 1 has updated, go on to Step 2.
		Step 2.
	TD02 FIP PE	Enter the code indicating if the application was processed under presumptive eligibility. See 14-B-Appendix, TD02 PE, for valid codes.
		The system edits PE coding. The system tracks the program and generates tickler messages until PE is coded 1.

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WORKER-INITIATED ACTIONS
Assigning Report Form Due Dates
Revised February 6, 2009

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Assigning Report Form Due Dates			The ABC system automatically generates a RRED and assigns the regular monthly due date when programs are active at ABC cutoff and review is due for the following month.
Regular Cycle Date			Code as follows to generate an on-demand RRED:
	TD01	ENT RSN	Enter code H.
	TD01	MR DEMAND 1 or 2 MO	Enter the month for which the RRED would have been mailed. This cannot be a future month.
	TD01	MR DEMAND 1 or 2 CD	Enter the code for the type of RRED requested.
	TD01	MR DEMAND 1 or 2 CYC	Enter code C. Do not enter the DEMAND DATE field with code C.
Reinstatement			When you enter a reinstatement effective the **next** calendar month after system cutoff through the last working day of the current calendar month, an in-cycle RRED is system-generated with the report form due date printed.
			When you enter a reinstatement effective the **same** calendar month from the first day of that calendar month through cutoff day, the system:
			♦ Generates an out-of-cycle RRED with a due date of the process date plus seven days (e.g., a process date of May 2 yields a May 9 due date).
			♦ Generates an informational worker action report stating the month for which the RRED was issued.

WORKER-INITIATED ACTIONS   Iowa Department of Human Services
Assigning Report Form Due Dates   **Title 14** Management Information
Revised February 6, 2009   **Chapter B(6)** FIP Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Worker-Determined Date		To determine and enter the due date, consider these factors:
		♦ Policies on assignment of due dates.
		♦ The date you make the entry.
		♦ The fact that the report form mailing occurs no earlier than the next workday after the entry.
		Worker coding for an on-demand RRED causes a fatal error if the due month is a prior month. If an out-of-cycle RRED due date is entered, and the RRED is mailed in-cycle, the system corrects the due date.
	TD01 ENT RSN	Enter code H.
	TD01 MR DEMAND 1 or 2 MO	Enter the month for which the RRED would have been mailed. This cannot be a future month.
	TD01 MR DEMAND 1 or 2 CD	Enter the code for the type of RRED requested.
	TD01 MR DEMAND 1 or 2 DT	Enter the date the RRED is due from the household.
		Track RREDs with out-of-cycle due dates for timely return from the client. You can use ticklers to track RRED due dates. See 14-B(4), LF01, for information on ticklers.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Individual	TD03 ENTRY RSN	Enter M.
	TD03 FIP ST	Enter N.
	TD03 FIP RSN	Enter 613.
		If the person is associated with more than one case, the system:
		♦ Removes the person from all cases with the person in an active status. ♦ Recalculates benefits. ♦ Sends notices, when appropriate.
		Message 970 is issued to you when the person was on more than one case.
		If the person was active for Food Assistance or Medicaid on the same case number for FIP, also make the following entries:
		For Food Assistance:
	TD03 FA ST	Enter N.
	TD03 FA RSN	Enter 613.
		For Medicaid:
	TD03 MED ST	Enter N.
	TD03 MED RSN	Enter 613.
	TD03 MED DATE	Enter the date of death.

WORKER-INITIATED ACTIONS   Iowa Department of Human Services
Canceling Ongoing Benefits   **Title 14** Management Information
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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Due to Failure to File Out-of-Cycle Report Form			
Worker-Generated System Notice	TD02	FIP ENTRY RSN	Enter N if FIP is to be canceled for failure to file a complete RRED.
	TD02	FIP STATUS	Enter N if FIP is to be canceled for failure to file a complete RRED.
	TD02	FIP REA2	Enter valid notice reasons from the following:
			113 FIP only
			119 FIP and Medicaid (for RRED failures)
Worker-Prepared Notice	TD02	FIP ENTRY RSN	If a RRED was manually tracked for a budget month other than the month immediately before the current month, a manual *Notice of Cancellation*, form 470-1968, is necessary.
	TD02	FIP STATUS	
	TD02	FIP REA2	
			Enter H.
			Enter N.
			Enter 000. Do not check boxes for incomplete reports on the *Notice of Cancellation* when it is issued for failure to return the RRED.
			Note: Entry of notice reason code 000 on TD02 will prevent other program or individual program notices from being created if done in the same step.

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WORKER-INITIATED ACTIONS
Canceling Ongoing Benefits
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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Individuals			Do not cancel, reinstate, or reopen individuals from FIP in the same step when entries are made to add other individuals to FIP on the case.
	TD03	ENTRY RSN	Enter G or H.
	TD03	FIP ST	Enter N.
	TD03	FIP RSN	Enter the applicable notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	INHOME	Enter the code to indicate whether the person is in the home. For valid codes, see 14-B-Appendix, TD03 INHOME.
Issuing Another Notice on New Information			These instructions apply when a case has been canceled for one reason that has been resolved, but ineligibility exists for another reason.
	TD02	FIP ENTRY RSN	Enter R (send notice only). When R is used with notice reason 170, no other entries are allowed on that case for that transaction.
	TD02	FIP REA1	Enter notice reason 170.
	TD02	FIP REA2	Enter the applicable notice reason code. See 14-B-Appendix, NOTICE CODES.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Changing Income or Deductions for an Ongoing Program	BCW2	In computing eligibility and benefits, the system continues to use the information that is not changed. Enter any field where the information changed. Remove any amounts or codes that no longer apply. To remove any amount, replace it with zeros. Remove source codes for income that is no longer available by spacing through the code with the space bar key. Source codes will be removed in month-end processing when amounts are zero.
	BCW2 ENTRY RSN	Enter reason code G or H.
	BCW2 BENEFIT MO	Enter the month for which the calculation is requested, in MM/YY format. This is usually the next system month.
	BCW2 PI	Enter A.
	BCW2 E/B	Enter A.
	BCW2	Make entries in any other applicable fields.

WORKER-INITIATED ACTIONS   Iowa Department of Human Services
Hardship Exemption   **Title 14** Management Information
Revised February 6, 2009   **Chapter B(6)** FIP Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Hardship Exemption Approving an Initial or Subsequent Hardship Exemption	TD02 FIP ENTRY RSN	If the family needs an application to gain FIP eligibility: ♦ Enter "A" when you receive form 470-3826 <u>on or after</u> the effective date of the 60-month cancellation (or the end of a hardship exemption period). ♦ Enter "C" when you receive form 470-3826 <u>before</u> the effective date of the 60-month cancellation (or the end date of a hardship exemption period).
	TD02 FIP STATUS	If the family needs an application to gain FIP eligibility: ♦ Enter "A" when you receive form 470-3826 <u>on or after</u> the effective date of the 60-month cancellation (or the end of a hardship exemption period). ♦ Enter "C" when you receive form 470-3826 <u>before</u> the effective date of the 60-month cancellation (or the end date of a hardship exemption period).
	TD02 FIP APP DT	Enter the application date of the hardship application, if approving with A's.
	TD02 FIP POS DT	Enter the effective date of the hardship exemption.
	TD02 FIP AD	Enter the applicable code for approvals with an "A" entry in FIP STATUS. See 14-B-Appendix, TD02 FIP AD, for codes.
	TD02 FIP LIMIT DT	Enter the final month of the six-month period to prevent issuance of FIP benefits beyond that month. No further entries are needed to cancel FIP at the end of the six months. FIP will close at timely notice of the month entered in the LIMIT DT field.

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WORKER-INITIATED ACTIONS
Hardship Exemption
Revised February 6, 2009

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Initial or Subsequent Hardship Exemption (Cont.)	TD02	FIP REA (1 OR 2)	Enter the notice reason 367 for the approval reason on form 470-3876, *Hardship Exemption Determination.* The approval notice specifies the beginning and ending dates of the six-month hardship exemption period. No additional notice is necessary to inform the family of the exemption ending date.
	TD01 TD02 TD03 RSCA BCW		Make additional reopening or approval entries as required. The system will automatically override "reopen" or approval entries and deny FIP when income or resources exceed limits. The resulting *Notice of Decision* will reflect the denial and the reason for it.
			Record the hardship approval reason in the Eligibility Tracking System immediately after ABC is updated with the approval.
Changing the Exemption Period	TD02	FIP ENTRY RSN	Enter R.
	TD02	FIP REA1	Enter reason 372.
	TD02	FIP LIMIT DT	Enter the final month of the exemption period. FIP will close at timely notice of the month entered in the LIMIT DT field.
Denying a Hardship Exemption	TD02	FIP ENTRY RSN	When an application has been processed:
			♦ Enter "A" when you receive form 470-3826 <u>on or after</u> the effective date of the 60-month cancellation (or the end of a hardship exemption period).
			♦ Enter "C" when you receive form 470-3826 <u>before</u> the effective date of the 60-month cancellation (or the end date of a hardship exemption period).

Iowa Department of Human Services
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Chapter B(6) FIP Case

WORKER-INITIATED ACTIONS
Hardship Exemption
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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
End of Relative Exemption			Remove the needy specified relative from the case in the normal manner for the end of the sixth month.
	TD03	ENTRY RSN	Enter G.
	TD03	FIP ST	Enter N.
	TD03	FIP RSN	Enter person reason code 951.
	TD03	IN HOME	Enter applicable code. See 14-B-Appendix, TD03 for codes.
Reinstating FIP During a Hardship Exemption	TD02	FIP ENTRY RSN	Enter B.
	TD02	FIP STATUS	Enter B.
	TD02	FIP REA1	Enter notice reason code 207, or use code 208 if pending an appeal.
	TD03	ENTRY RSN	Enter B.
	TD03	FIP ST	Enter B.
Nonrecurring Lump-Sum Income			You must manually calculate the period of lump-sum ineligibility and manually prepare the *Notice of Decision*.
	TD02	ENTRY RSN	Enter G or H.
	TD02	FIP ST	Enter N.
	TD02	REA2	Enter 000.
			Note: Entry of notice reason code 000 on TD02 will prevent other program or individual program notices from being created if done in the same step.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Reducing Period of Ineligibility			In order to reduce the period of ineligibility, you must manually calculate the new period of ineligibility and send the new lump-sum amount, the reopening date, and the remaining lump-sum amount for the partial month to the SPIRS Help Desk. DDM will update the BH01 screen.
Reopening After Period of Ineligibility			After the period of ineligibility expires, you can process a new application.
	TD02	FIP ENTRY RSN	Enter A.
	TD02	FIP STATUS	Enter A.
	TD02	FIP AD	Enter the applicable code for approvals with an "A" entry in FIP STATUS. See 14-B-Appendix, TD02 FIP AD, for codes.
	TD02	FIP APP DT FIP POS DT	Complete the program section, changing the dates. The program status rolls to any person previously pending for that program on TD03.

Complete all other TD02 coding applicable to FIP. |
| | TD03 | ENTRY RSN | Enter A. Enter any changes to individual data. |

Iowa Department of Human Services
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WORKER-INITIATED ACTIONS
Refugee Cash/FIP Split Cases
Revised February 6, 2009

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Refugee Cash/FIP Split Cases		Enter a FIP/Refugee split case as two separate cases. Code one case with a refugee "no cash wanted" aid type. Code the second case with the FMAP-related aid type. See 14-B-Appendix, TD01 AID.
Issuing Grant		Enter the grant amount on each case's TD06 after calculating the total grant by hand and then dividing by the number of grant eligibles on both cases. Multiply that amount by the number of eligibles on each case to get each case's share.

Example: If total grant is $350 and there are three eligibles on one case and two on the other, the TD06 amounts will be $140 and $210. (Round up if the third digit after the decimal is 5-9; down if it is 0-4.) |

Iowa Department of Human Services
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Chapter B(6) FIP Case Actions

WORKER-INITIATED ACTIONS
Reinstating Benefits
Revised February 6, 2009

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating Benefits		These instructions apply both when entries are made in the month before the effective date of cancellation OR in the first month after the effective date of cancellation, before cutoff. (It is not necessary to wait for the effective date before reinstating.)
		When reinstatements effective the **next** calendar month are entered on ABC after cutoff through the last working day of the current calendar month, the system generates an in-cycle RRED with the monthly due date printed.
		When reinstatements effective the **same** calendar month are entered on ABC from the first of that calendar month through cutoff, the system generates:
		♦ An out-or-cycle RRED with a due date of the process date plus seven days (e.g., May 2 process date results in May 9 due date).
		♦ An informational WAR stating the month for which the RRED is issued.
	TD01 ENTRY RSN	Enter H.
	TD01 AID	Enter the aid type. See 14-B-Appendix, TD01 AID.
	TD01 AID CHG DT	Enter the first day of the next system month.
		Enter reinstatement coding on both the program and individual screens.
	TD02 FIP ENTRY RSN	Enter B.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Reinstating Benefits (Cont.)	TD02 FIP STATUS	Enter B.
	TD02 FIP REA1	Enter the notice reason. (Usually 207.)
	TD03 ENTRY RSN	Enter B for each person to be reinstated. See Considered Person: Reinstatement, for instructions.
	TD03 FIP ST	Enter B. Do not reinstate people to an already active program. (Enter M to deny reinstatement for a person.) Do not pend, approve, reopen, or cancel people in the same step as the reinstatement.
	TD	Enter all other applicable TD screen fields that require a change.
	BCW1 ENTRY RSN BCW2 ENTRY RSN	Enter H if changes are needed for the BCW1 or 2.
	RSCA BCW1 and BCW2	Enter all other applicable RSCA, BCW1, and BCW2 fields that require a change.
Removing Data	TD01 TD02 RSCA TD05 TD03 BCW1 BCW2	Use these instructions only when you must remove data without entering new data. For a field that allows any letter codes, use the space bar to remove data. For a field that allows only numbers, use zeros to remove other numbers.
	TD03 SSN	**Exception:** Enter zeros if an application has not been made for a social security number. Enter nines if an application has been made for a social security number.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Review Date	TD02　　NEXT REVIEW	When an entry is not made in the NEXT REVIEW field, the system generates the review date based on the RT code, the APP DT, and, if appropriate the Food Assistance END CERT date.
Determining Date	TD02　　NEXT REVIEW	The system calculates the next review date based on the later of the application or the last review date. When the application date is the later date, the month of application counts as "month 1." For reviews, the month after the last review date counts as "month 1." If the Food Assistance program is opened or already active on a case, the system may align the FIP NEXT REVIEW with the Food Assistance END CERT date. This may change the worker entries, but limits the number of reviews due in a year, while complying with program requirements.
	TD02　　NEXT REVIEW	The system accepts a date earlier than the system-generated date when entered by the worker. If a date later than the system-generated date is entered, the system does not accept the change.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Entering Date			To change review dates, enter the current month date in the LAST REVIEW field and the new review month and year in the NEXT REVIEW field.
			When a FIP review is done, enter the presumptive eligibility code.
	TD02	FIP ENTRY RSN	Enter H.
	TD02	FIP LAST REVIEW	Enter the month and year of the last review.
	TD02	FIP PE	Enter the presumptive eligibility code.
Sanctions			
Program Sanction			Use this action to enter FIP program ineligibility due to a sanction.
	TD02	FIP ENTRY RSN	Enter G or H.
	TD02	FIP STATUS	Enter I.
	TD02	FIP REA2	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES, for valid codes.
	TD02	FIP NEG DT	If there is a fixed period of ineligibility, enter the date of the last month of the sanction period. Enter zeros if there is no fixed period of ineligibility.

Iowa Department of Human Services   **SYSTEM-INITIATED ACTIONS**
Title 14 Management Information   **Automatic Program Closings**
Chapter B(6) FIP Case Actions   Revised February 6, 2009

ACTION	EXPLANATION
Automatic Program Closings	
COLA Changes	When the cost-of-living adjustments occur, the revised Social Security is added to other income. If this results in ineligibility due to excess income, the program is automatically closed and a notice is sent. If this results in decreased benefits, the change is made and a notice sent.
Failure to Return In-Cycle Report Form	If the RRED is not recorded as returned complete by the system-tracked due date, the system closes the program and sends a notice.
Entry of an I in Report Status Field of MRTL	If the RRED is recorded as returned incomplete before the due date of the regular cycle, the system closes the program. Manually send a notice with the incomplete form.
End of Sanction or Disqualification Period	During month end, the system checks the status of sanctioned people. If the sanction is over at the end of the next month, the adult is designated as a voluntarily excluded adult. The grant is recalculated and a notice is sent with an effective date for the following month. A sanctioned child is "closed" at the end of the sanction period. **Note:** This is done in a system run right after month end. The output of that run is marked "SANC."
Participation in More than One Case (Illegal People)	The system checks the state ID record to determine the person's current status by program. When the system finds the person has an active FIP status in more than one case, it sends a message to the worker on the Worker Action Report and ceases processing.